




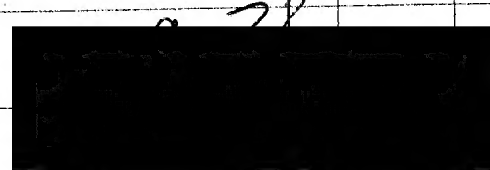
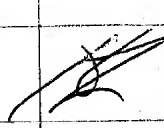
INTERNAL

CONFIDENTIAL

SECRET

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:  25X1A		EXTENSION	NO.
Chief, Review Staff, OP 1006 Ames		3465	DATE 13 April 1978
TO: (Officer designation, room number, and building)	DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
1. C/PPB 836 Ames	14 APR 1978	S/B	<p>Attached is a revised draft of  that we wish you to review before we send to RCB for publication. Please indicate any necessary changes on the draft and return to Review Staff by <u>28 April 1978</u>. Input from PAB and CPD has been included in this draft.</p> <p><b>SIGNED</b></p> <p> 25X1A</p> <p>Returned with suggested changes on pages 2, 4, 5, 6, 8, and 13. On page 2, have changed "preexit" to "exit" interview and added "who are resigning voluntarily" to forestall calls PPB gets constantly about interviewing retirees, SAS cases, contract terminations, Reserve Appointment terminations, etc. The phrase should clarify the types for whom exit interviews are conducted. On page 4, we've added the component personnel officer as an additional contact. Experience shows that only 1 out of 50 employees ever remember the info given by PAB about returning to duty - most of our calls come from the component personnel officers who are charged with the responsibility of keeping track of LWOP employees anyhow. On page 5, we've redone PPB's responsibilities to include that for obtaining security clearances for returning LWOPers, and added the clarifying phrase. On page 8, we've added an additional personnel admin officer responsibility to</p>
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6. 25X1A	 RCB		
7.			
8. will make changes as no on the attached.			
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11.			
12. OP/Review Staff 1006 Ames	5/8/78		
13.			
14.			
15.			

above voluntary resignations. PPB is charged with reporting quarterly on all 12s and above and unless we call the components we don't get the information. On page 13, we've added the requirements to submit FLSA form on conversion from staff agent to staff employee. Perhaps this draft should be run by C/TRB as neither PAB nor CPD would have been aware of that requirement.



25X1A